1
-Transmit & Receive SF50 in DCPDS
-Review/Authenticate/Codes
(2 days)

2
Is action retirement or death?

NO

YES

4
Is action resignation, other separation or LWOP?

3
-Print SF50
-Provide copy to employee/survivors
-File copy in OPF
(2 days)

NO

YES

5a
-Print OPF Copy
-FAX or mail to DFAS when required
(1 day)

5
Manager access to FPIs?

NO

6
-Print SF50
-Send to manager
(1 day)

7
-Provide SF50 to employee
(1 day)

YES

Total Calendar Days - 4
- o -
Personnel Process Days - 3

6
-Print SF50 & provide to employee
(1 day)

5
-Print & mail SF50 to CPAC with any appropriate forms
-Print/File OPF copy
-FAX or mail SF50 to CPAC & DFAS when required
(1 day)

6
-Forward SF50 & appropriate forms to employee
(1 day)

NEW BPM